

Application for Exempted Micro Enterprises (EME) certificate

Thank you for choosing Inforcomm (Pty) Ltd for BEE-rating.

Inforcomm is a SANAS accredited BEE verification agency BVA. 034 to issue BEE certificates.

Under normal circumstances, the process should be completed within 24 hours on receipt of all the required verification documents including proof of payment.

After receipt of all the required verification documents, Inforcomm will e-mail the certificate to the e-mail address used on this application.

Submit the following documents for verification

1. Completed and signed Inforcomm verification agreement.
2. Completed, signed and certified Inforcomm turnover affidavit or proof of turnover from a registered auditor or accounting officer.
3. Recent certified copies of CPIC company registration documents.
4. Recent certified ID copies of all black shareholders or members.
5. Proof of payment.

Deposit R570.00 incl VAT into Inforcomm's **ABSA** cheque account no: **4075107625** Branch Name: **Centurion**: Branch Code: **634256** and use your company name as reference.

Once again, thank you for choosing Inforcomm for BEE rating.

Warm Regards,

Inforcomm Team
Office: 0861 44 45 44
Fax: 086 657 1282
E-mail admin@BEEandYourBusiness.com
Website: www.BEEandYourBusiness.com
SMS Line: 072 549 6792

VERIFICATION AGREEMENT FOR EXEMPTED MICRO- ENTERPRISE BETWEEN

HEREINAFTER REFERRED TO AS THE MEASURED ENTITY

OF THE FOLLOWING REGISTERED BUSINESS ADDRESS

AND INFORCOMM (PTY) LTD

HEREINAFTER REFERRED TO AS INFORCOMM

OF REGISTERED BUSINESS ADDRESS: WEST WING, BIRCHWOOD COURT,
43 MONTROSE STREET, MIUDRAND, JOHANNESBURG

OBLIGATIONS AND RIGHTS OF THE MEASURED ENTITY

1. The Measured Entity confirms its acceptance of the proposal relating to the conducting of a B-BBEE verification of its business by Inforcomm.
2. The Measured Entity confirms its acceptance of the verification fee, which fee shall be paid in full in advance of the verification certificate being issued.
3. The Measured Entity agrees to supply the compliance information and documentary evidence required by Inforcomm no later than 7 working days of the date of the signing of this agreement.
4. The Measured Entity agrees to conform to all statutory requirements for the purposes of B-BBEE verification including the provision for examination of relevant documentation and company financial records.
5. The Measured Entity warrants that all information supplied to Inforcomm in terms of the verification is factually accurate and that it such evidence may be relied upon for the purposes of conducting the verification.
6. It is agreed that the mark of Inforcomm appearing on the verification certificate remains the property of Inforcomm and may not be used for any purpose other than validating the original B-BBEE verification certificate
7. The verification certificate is valid for a period of 12 months from the date of issue and the Measured Entity may not use the certificate as evidence of its B-BBEE level of compliance once the certificate has expired.
8. The names and background information of the verification team have been provided to the Measured Entity which confirms its acceptance of the verification personnel.

OBLIGATIONS AND RIGHTS OF INFORCOMM

9. Subject to payment referred to 2 above, Inforcomm will conduct a B-BBEE verification of the Measured Entity within a 7 day time period following the receipt of the compliance information from the Measured Entity.
10. The working papers prepared by Inforcomm for conducting the verification remain its property and copies of records which Inforcomm considers to be non-proprietary may be provided to the Measured Entity in the sole discretion of Inforcomm.
11. Inforcomm shall retain authority and shall be responsible for its decisions relating to the verification.

12. Inforcomm undertakes to comply with any policy documents and Codes of Good Practice issued by the Department of Trade and Industry related to the verification.
13. Should any of the abovementioned conditions be violated, Inforcomm reserves the right to withdraw the verification certificate and the associated rating.
14. The Measured Entity indemnifies and holds Inforcomm harmless against all and any liability, whether in contract, common law or otherwise, which may arise as a result of any loss or damage suffered by the Measured Entity pertaining to the verification decision.
15. The Parties consent to the jurisdiction of the Magistrates Court, notwithstanding that the claim by either Party may exceed the normal monetary jurisdiction of the Magistrates Court.

Signed at _____

On _____

By _____
For and on behalf of the Measured Entity who confirms that the signatory has the authority to bind the Measured Entity.

SIGNATURE

WITNESS

Signed at _____

On _____

By _____
For and on behalf of INFORCOMM (PTY) LTD

SIGNATURE

WITNESS

AFFIDAVIT OF ANNUAL TURNOVER AND SHAREHOLDING

I, _____

The authorised representative of:

Name of business:

Registration Number:

DECLARE UNDER OATH THAT:

Within my personal knowledge and to the best of my belief:

1. The gross annual sales turnover of the enterprise for the most recent financial period was:

(Enter dates and mark applicable turnover value with an X)

START OF FINANCIAL YEAR	
END OF FINANCIAL YEAR	
Less than or equal to R 1.5 m	
More than R 1.5 m but less than R 2.5 m	
More than R 2.5 m but less than R 5 m	

2. There are no encumbrances on the shareholding in the business.
3. All money that may have been due to the company or to any other shareholder has been fully paid in

terms of the issue of shares and/or the sale of shares.

4. There are no third-party rights arising from the financing of the shares.

5. The shareholders of the business are as follows:

NAME OF SHAREHOLDER	PERCENTAGE SHARE HELD
	%
	%
	%
	%
	%

6. There is no deliberate circumvention or attempted circumvention of the B-BBEE Act.

7. This information contains no intentional misrepresentation.

SIGNED

CAPACITY

DATE

COMMISSIONER OF OATHS